

MANUAL TRANSMITTAL

Arkansas Department of Human Services Division of County Operations

☒ Policy ☐ Form ☐ Policy Directive

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Transitional Employment Assistance Manual

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From: Ruth Whitney
Director

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<u>Pages to be Deleted</u>	<u>Date</u>	<u>Pages to be Added</u>	<u>Date</u>
TEA 5130-5163	6/1/98	TEA 5130-5145	6/1/98
(pages 170(a)-170(g))	2/15/00	(pages 170(a)-170(b))	10/1/01
	2/1/99	TEA 5145-5150	10/1/01
		(pages 170(c)-170(d))	2/15/00
		TEA 5150-5163	2/1/99
		(pages 170(e)-170(h))	

Summary of Changes

TEA 5140 has been revised to change the number of Extended Support Services Transportation assistance payments from two to one beginning with the October 2001 case closures. This change is necessary to ensure that the expenditures for ESS Transportation do not exceed the budgeted amount for State Fiscal Year 2002.

TEA 5145 is a new section incorporating examples that were in TEA 5140 and a new example (#4) of when the ESS Bonus and Transportation Assistance payment will be authorized.

The TEA Case Manager should explain the change to the client during on going case management activities. A pen and ink change will be made to PUB-013 and PUB-389 regarding this until updated versions are issued. In addition, a pen and ink change will be made to any local PUBs in use.

The notice text on WNTX for Action Reasons 500, 501, 503, and 504 has been updated to reflect the change.

Please note that there is no change in the number of times an individual may receive ESS Transportation assistance when the case closes due to employment.

Inquires to: Lorie Williams, TEA Unit, 682-8256
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5140 *EXTENDED SUPPORT SERVICES - TRANSPORTATION*

TEA cases which close due to employment (by agency determination or at client request) or have reached the time limit and the individual is employed will automatically be eligible to receive one month of Extended Support Transportation assistance. The payment will assist the family in meeting transportation costs in the first month following termination of TEA cash assistance.

The Extended Support Transportation benefit will be in the amount of \$200. Because the ESS-Transportation assistance is funded by all State monies, it will not count toward the 24 month time limit.

When a case is closed due to earnings, the worker will use the close codes specific to allowing this Extended Support Service. Verification of earnings is not required. (See examples below). The system will automatically issue to the client's EBT account the Extended Transportation benefit in the month following the month of case closure. There is no limit to the number of times an individual may receive Extended Support Service Transportation assistance.

Please refer to the DCO-Users Manual for specific codes and keying procedures.

5145 *Extended Support Services Employment Bonus and Transportation Examples*

The following are situations in which an ESS Employment Bonus and/or Transportation assistance will be authorized.

NOTE: A system edit will prevent more than one Employment Bonus from being issued in any 12-month period.

1. Ms. Manning reported that she found a job and requested her TEA case be closed. The client's statement that she is employed may be accepted without verification.
2. An anonymous telephone call is received in the county office reporting that

Examples

Ms. Smith is working. A 10-day notice is sent to Ms. Smith requesting that she contact the county office concerning the report. Ms. Smith calls the county office and states that she is working and no longer wants TEA benefits. Ms. Smith's case will be closed and the ESS Employment Bonus and Transportation assistance will be authorized.

3. Ms. Davis reported that she was employed. Based on her earnings, she was no longer eligible for TEA cash assistance. The TEA case was closed and the ESS Employment Bonus and Transportation assistance was authorized.
4. Ms. Long is in her twenty-fourth month of TEA cash assistance. After her twenty-second month case staffing, it was determined that her time limit will not be extended. Ms. Long is working, but her earnings are not enough to cause ineligibility. Because she has earnings when her TEA case is closed, she is eligible for the ESS Employment Bonus and Transportation assistance.

In the following **EXAMPLE**, an ESS Employment Bonus and Transportation assistance will not be authorized.

5. A telephone call was received in the county office reporting that Mr. Jones was employed. A 10-day notice was sent to Mr. Jones to contact the county office concerning the report. Mr. Jones did not contact the county office. The TEA case was closed for failure to respond to the notice. Even though this was a report of employment, the ESS Employment Bonus and Transportation assistance will not be authorized because Mr. Jones did not confirm that he was employed.